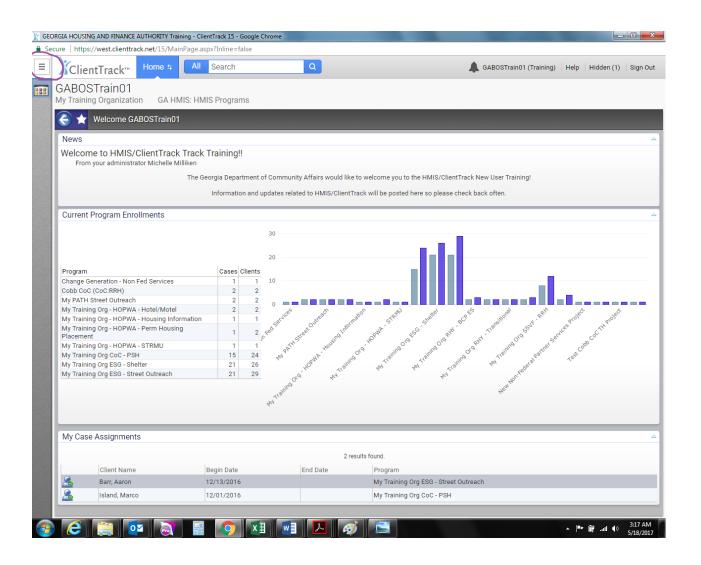
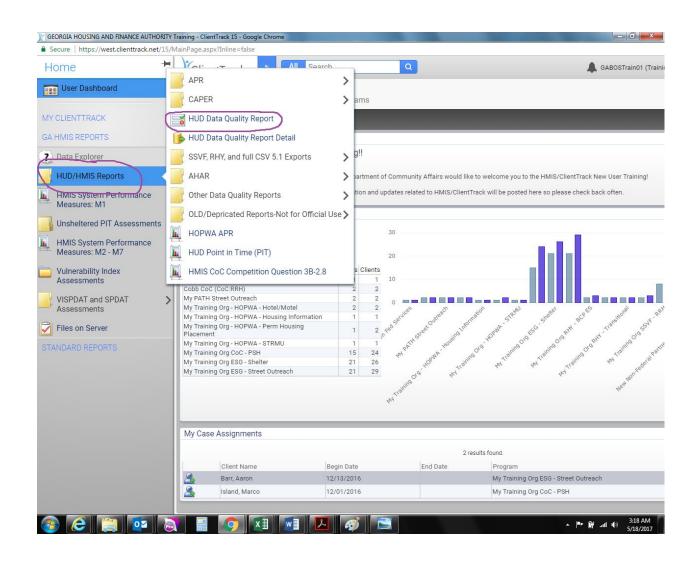


Running the Data Quality Report

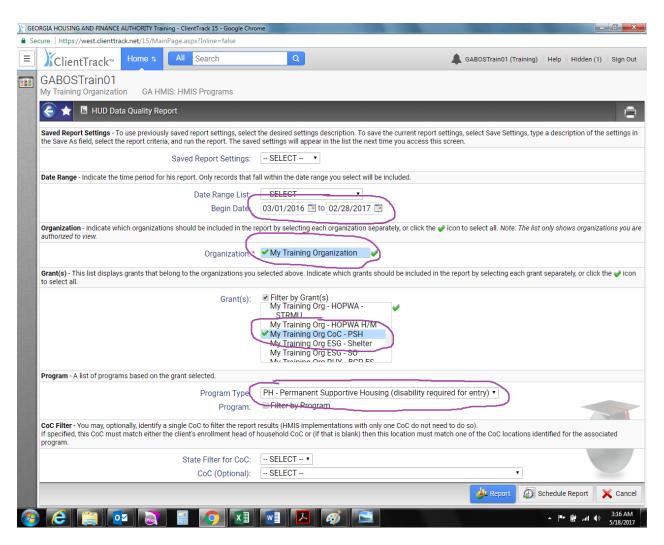
Step 1: Click "Show Menu" button



Step 2: Move your cursor over HUD/HMIS Reports and then click HUD Data Quality Report



- Step 3: Set up the perimeters of your report.
- -Date Range will always be the operating year you are reporting on.
 - -Organization will be your agency name.
- -Grants will be the specific grant you are reporting on. Be sure to only choose on grant, and ensure it has the grant number you are working on currently.
 - -Program will always be PH-Permanent Supportive Housing.
 - Click Report button for immediate report access.



If server volume is high, you may schedule the report. To do so, click schedule report and the system will walk you through the steps.

Step 4: Your report has downloaded. Remember to keep this open while you are doing data clean up so that you can refresh after each correction to make sure your error rate is going down. To hide report, minimize the report screen, which will mark it as hidden in the upper right hand corner.

